




March 26, 2008

To: Corporation State Offices
Area Managers

From: 
Jean Whaley, Director, AmeriCorps*VISTA

SUBJECT: Policy Number: 08-003
VISTA Program Grants and Life Insurance Premiums

This memorandum addresses the requirements for VISTA program grants in terms of their responsibilities with members' life insurance premiums. This memorandum does not add a new requirement; it does describe how to track compliance with the requirements.

Requirements for VISTA Program Grant Sponsors

The Notice of Grant Agreement sets out the Terms and Conditions for a VISTA program grant. Below are the terms relating to life insurance premiums for VISTAs who elect to purchase life insurance under a group policy with the Reliance Standard Insurance Company.

"AmeriCorps VISTA grant sponsors shall deduct life insurance premiums from AmeriCorps VISTA members who currently have coverage and from new members who elect to be covered. After attaining grant status, the grantee must send a list of all 'covered' volunteers to the Corporation for National Service, AmeriCorps VISTA, Life Insurance Manager, 1201 New York Ave., NW, Washington, D.C. 20525. This listing must also be prepared and submitted each month.

"Grantees must deduct a life insurance premium of \$2.07 per pay period from the subsistence allowance of each covered member. One check in the amount of the total premiums deducted, made payable to Reliance Standard, must be sent each pay period to the Corporation for National Service, AmeriCorps VISTA, Life Insurance Manager, 1201 New York Ave., NW, Washington, D.C. 20525. This check must be accompanied by a list of members covered during the pay period. The grantee must notify the Corporation, AmeriCorps VISTA, in writing, as soon as a member terminates so that the life insurance coverage of the member under the Corporation group policy will cease."

Thus, a VISTA program grant sponsor has agreed through the Notice of Grant Agreement to four requirements:

1. Send a list **at the start of the program grant** to the Life Insurance Manager in VISTA headquarters containing the names of the VISTAs in their project who have elected life insurance coverage under the Reliance Standard group policy.

2. Deduct life insurance premiums **every pay period** from the living allowance for those VISTAs who have elected to be covered.
3. Send one check made payable to Reliance Standard for the total amount of premiums deducted **every pay period** to the Life Insurance Manager in VISTA headquarters and include an ongoing updated list of VISTAs covered during the pay period.
4. Notify the Life Insurance Manager in VISTA headquarters in writing **as soon as** a covered VISTA terminates.

Tracking of Compliance with the Requirements

In order to ensure that VISTAs who elect coverage under the group policy are so covered, the following activities occur.

Corporation State Office:

- Remind the sponsor, upon execution of the Notice of Grant Award, of the requirement to:
 - (1) Send a list **at the start of the grant** to the Life Insurance Manager in VISTA headquarters containing the names of the VISTAs in their project who have elected life insurance coverage under the Reliance Standard group policy
 - (2) Deduct life insurance premiums **every pay period** from the living allowance for those VISTAs who have elected to be covered
 - (3) Send one check made payable to Reliance Standard for the total amount of premiums deducted **every pay period** to the Life Insurance Manager in VISTA headquarters and include a list of VISTAs covered during the pay period
 - (4) Notify the Life Insurance Manager in VISTA headquarters in writing **as soon as** a covered VISTA terminates
- Contact the sponsor at the request of the Life Insurance Manager in VISTA headquarters when issues arise in which it is appropriate for the Corporation State Office to intervene.
- Examine financial records relating to life insurance premiums at the sponsor's site as part of a scheduled on-site monitoring review.

Life Insurance Manager in VISTA headquarters:

- Enter a sponsor's name into the Life Insurance spreadsheet at the time the sponsor receives a program grant.
- Check whether the sponsor sent a list at the start of the program grant containing the names of the VISTAs in their project who have elected coverage.
- Check whether the sponsor is sending one check in the correct amount for the premiums deducted every pay period with a list of VISTAs covered during the pay period.
- Contact the Corporation State Office when issues arise.